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केन्द्रीय रोपण फसल अनुसंधान संस्थान  
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**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**  
(Indian Council of Agricultural Research)

**KASARAGOD - 671 124, KERALA, INDIA**



No.F.4(200)2002-Estt.

Dated: 03.11.2012

The Administrative Officer  
ICAR Research Complex for NEH Region,  
Umroi Road, Umiam – 793 103,  
Meghalaya.

Sub: Inter-Institutional transfer of Smt. Prasanna Sarngan, Personal Assistant,  
ICAR Research Complex for NEH Region, A.P Centre, Basar, Meghalaya  
to CPCRI, Regional Station, Kayangulam, Kerala.

Ref: 1. Your letter No.RC(G)9/92 dated 09.05.2012.  
2. This office letter of even no. dated 01.06.2012 and 26.6.2012,  
16.8.2012 and 01.10.2012  
3. Your letter No.RC(P)9/92 dated 10<sup>th</sup> October, 2012

Sir,

With reference to the letter cited above, The Director, CPCRI, Kasaragod has been pleased to approve Inter-Institutional transfer of Smt. Prasanna Sarngan, Personal Assistant, ICAR Research Complex for NEH Region, A.P. Centre, Basar, Meghalaya to CPCRI, Regional Station, Kayangulam, Kerala.

The transfer ordered above is subject to the following terms and conditions governing Inter-Institutional transfer, framed by the ICAR.

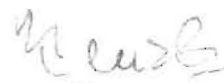
1. She will be ranked junior to all the Personal Assistant under CPCRI as on the date of her joining at CPCRI Regional Station, Kayangulam.
2. Her headquarters will be at Kayangulam, Kerala for the present but she is liable to be posted at any Regional Station/Research Centre under this Institute located anywhere in India.
3. She will not be entitled for Transfer TA, Joining time etc. as per rules, as the transfer is at her own request.

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4. She will be governed by the rules and regulations issued by the Council from time to time pertaining to ICAR Inter Institutional transfer.

If the above terms and conditions are acceptable to Smt. Prasanna Sarngan, P.A, an undertaking to that effect may be obtained from her and relieved her immediately with the direction to report to duty at CPCRI, Regional Station, Kayangulam. The undertaking may please be forwarded to this office for further necessary action. .

Yours faithfully,



(Jayarama Naik K.M)  
Administrative Officer &  
Chief Administrative Officer i/c



**BY FAX: 03795 - 222237**

1. The Jt. Director, ICAR Res. Complex for NEH Region, Regional Station, Arunachal Pradesh Centre, Basar PO, West Siang – 791 101, Arunachal Pradesh.
2. Smt. Prasanna Sarngan, Personal Assistant, , ICAR Res. Complex for NEH Region, Regional Station, Arunachal Pradesh Centre, Basar PO, West Siang – 791 101, Arunachal Pradesh.
3. The Head, CPCRI, Regional Station, Kayangulam.
4. Programme Co-Ordinator, KVK, CPCRI, RS, Kayangulam/Kasaragod
5. Sr. Finance & Accounts Officer, CPCRI, Kasaragod
6. The Assistant Finance & Accounts Officer, CPCRI, Regional Station, Kayangulam
7. PS to Director/PA to Chief Adm. Officer/Pension file.
8. Asst. Administrative Officer(Estt./Stores/Bills/Estate), CPCRI, Kasaragod
9. Confidential Section/PME/Event Register/Cadre Strength file/Budget file/Hindi Cell.
10. The Technical Officer, in-charge of Institute web-site, CPCRI, Kasaragod.
11. The Secretary (Staff Side), IJSC, CPCRI, Kasaragod.
12. Guard file.

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